

LEGAL SUPPORT SUPERVISOR I
LEGAL SUPPORT SUPERVISOR II

Class No. 002785
Class No. 002786

DEFINITION:

To supervise and direct the legal clerical activities of one or more functional units; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Legal Support Supervisor I: This is a first-line supervisor level class. Under general direction, incumbents are responsible for training, supervising and evaluating the work of legal clerical staff, handling legal clerical problem resolution and the more difficult public contact situations.

Legal Support Supervisor II: This is a second-line supervisor level class. Under general direction, incumbents are responsible for supervising and evaluating the work of legal clerical staff in more than one functional unit, coordinating legal clerical activities among functional units, and handling legal clerical problem resolution and the more difficult public contact situations.

EXAMPLES OF DUTIES:

Develops and implements legal clerical policy and procedures; establishes work assignments and performance standards; assigns, monitors and evaluates the work of legal clerical staff; develops and/or delivers legal clerical training; assists in identifying and solving departmental procedural and work flow problems; directs and coordinates the processing of legal documents to ensure service delivery; performs the most complex legal document preparation and processing including appropriate dissemination of information to officers of the court, law enforcement officers, attorneys, and the public; maintains statistical and financial records, and work control data; prepares correspondence, legal documents, and reports; and interprets legal and organizational policies and procedures, and laws and regulations pertaining to the processing of legal documents.

MINIMUM QUALIFICATIONS:

Knowledge: T = Thorough; G = General; -- = Not Applicable

Classification: I = Legal Support Supervisor I
II = Legal Support Supervisor II

Knowledge of:

I II

T	T	Legal terminology and legal clerical procedures pertaining to the processing of legal documents related to civil and criminal matters.
T	T	Modern Clerical office practices and procedures.
T	T	English Usage of a business and legal nature.

T	T	The operation and uses of common office equipment including word processing systems, typewriters, copiers and calculators.
G	T	Principles of supervision and training.
G	G	Computerized data and record keeping systems.
G	G	County organization, policies and procedures.
G	G	Statistical and fiscal record keeping principles and applications.

Skills and Abilities to:

The following apply to both classes:

- Review legal documents and records for accuracy, completeness and conformance with prescribed legal requirements.
- Communicate effectively, orally and in writing.
- Use tact and courtesy in dealing with co-workers, attorneys, law enforcement officers and the general public.
- Organize and prioritize the work assignments of clerical staff.
- Plan and conduct training of subordinates.
- Interpret and explain complex regulations, policies and procedures.
- Monitor and evaluate the work performance of legal clerical staff.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which would likely demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

Legal Support Supervisor I:

One (1) year of experience performing a variety of increasingly responsible and complex legal clerical work at the level of Legal Support Assistant III or a comparable class, to include performing in a lead worker capacity providing technical guidance and training to legal clerical staff.

Legal Support Supervisor II:

One (1) year of experience at the level of Legal Support Supervisor I. Experience must have included supervision of subordinate legal clerical staff to include assigning, monitoring and evaluating work.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Certificate:

An original, unaltered typing certificate (no photocopies) for at least 30WPM with a maximum of 5 errors must be attached to the application and will be required before candidates are scheduled to compete in the examination process. The typing test must be for at least five minutes with 2 gross words penalty for each error (in accordance with International Typing Contest Rules), and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Character:

Prior to appointment, candidates offered employment may be subject to a background investigation and may be required to take a polygraph. Convictions, depending on the type, number and recency, may be disqualifying.

Probationary Period:

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5.).